

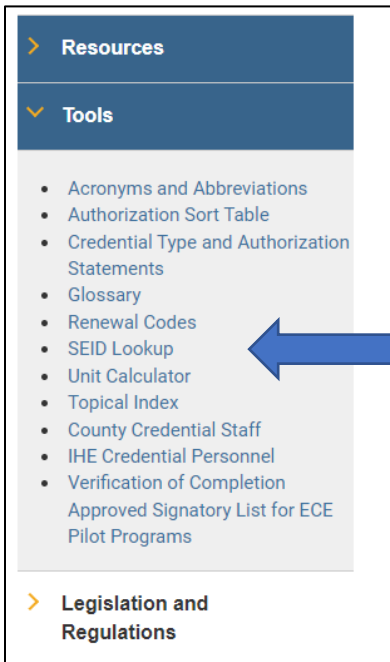
# Information Regarding Statewide Educator Identifier (SEID) Lookup for Teacher Residency Reports

## General Information:

- Pursuant to [Education Code 44230.5](#) SEID access is limited to individual local education agencies (LEAs), such as school districts, county offices of education, charter schools, or state special schools. IHE Representatives from institutions of higher education (IHEs) are not granted access to the SEID lookup tool.
- The SEID Lookup Tool transitioned into a more secure system in 2021 because SEID numbers are not anonymized and are therefore considered personally identifiable information. Users who previously had access to the SEID Lookup when it was a generic username and password on the Credential Information Guide (CIG) site may not have access to this secure system. Those who have access to the CIG site are staff members who enter CALPADS and CalSASS data for the LEA.
- To request access, potential users from LEAs should email [SEID@ctc.ca.gov](mailto:SEID@ctc.ca.gov) for assistance. Within the email, the individual must provide the following information: full name, title, email address associated with their organization, and CDS code for the County Office of Education, school district, or charter school which they represent.
- For more information, please refer to the [SEID FAQs](#).

## Step One:


### For Those That Have CIG Access:




After signing into the CIG click on “Tools”, and click on the SEID Lookup as an option in the dropdown menu.

For those who do not have CIG access: Open this hyperlink: <https://apps.ctc.ca.gov/ECSTools>

Please login by selecting the appropriate authentication service listed below.




Select **Microsoft** if your organization uses Outlook for email purposes (with Microsoft 365), or have a Microsoft account for your work email address.



Select **Google** if your organization uses Google Workspace (formerly G-Suite), or have a Google account for your work email address.

### Step Two:

Select either the Microsoft or Google platform, depending on the option that your LEA uses.



**SEID  
Lookup**

Lookup SEID numbers by  
FirstName,  
Lastname,  
Social  
Security  
Number or  
Document  
Number.

### Step Three:

Click on “SEID Lookup” and search by the information you have available. SEIDs can then be found if you have clearance to do so.

## Options for obtaining the information needed to look up SEID numbers

These are suggestions for obtaining SEID numbers from those familiar with using the SEID lookup system.

**Option 1:** LEA grantees could ask their IHE partners for a list of resident names and resident Certificate of Clearance (COC) document numbers. LEA staff members who have CIG access (e.g., credential analysts) can use COC numbers to locate the resident’s SEID number.

**Option 2:** Residents can look up their Certificate of Clearance (COC) document number on the [Commission’s website](#) and provide that information to the LEA.

**Option 3:** At the time LEAs have residents sign a contract/agreement/MOU committing to four years of service to the LEA as a teacher of record, LEAs could ask for the resident’s social security number. LEA staff members who have CIG access (e.g., credential analysts) can use social security numbers to locate residents’ SEID numbers. Maintaining confidentiality of this information is paramount.

**Option 4:** At the time LEAs hire residents and complete payroll paperwork to receive grant stipends, LEAs could ask for the resident’s social security number. LEA staff members who have CIG access (e.g., credential analysts) can use social security numbers to locate residents’ SEID numbers. Maintaining confidentiality of this information is paramount.